



Fund Development Director

Organization Overview: Vera Court Neighborhood Center, Inc. is a nonprofit that operates two centers: BLW Center on the south side of Madison and Vera Court Neighborhood Center located on the northside of Madison. The agency as a whole aims to strengthen our community and improve lives by providing quality programming in the areas of education, employment, and well being.

Job Description: The Fund Development Director leads the organization's fundraising efforts, with an emphasis on private funding sources. This includes grant and foundation research, grant writing, marketing, managing donor and donation records, and all other fundraising and marketing related duties. In addition to these duties this position is part of the administrative team of the organization, and is expected to contribute to the leadership of the organization in numerous ways.

Salary & Benefits:

This is a full time position with a starting salary in the range of \$52,000-\$55,000 (the higher range of compensation will be based on Fund Development experience) and a generous benefits package including: paid holidays, paid vacation, sick leave, health insurance (85% employer paid), 403(b) retirement plan with up to 5% employer match, professional development stipend and more.

Fundraising - Foundation and grant-based (40%):

- Prepare grant proposals both independently and in collaboration with program staff
- Coordinate grant reporting and data collection with program staff
- Work in collaboration with the part time Fund Development Assistant.
- Research prospective foundations and grant opportunities
- Coordinate writing and submission of City and United Way applications and RFPs
- Prepare annual reports
- Administer spring, summer, fall and end of year appeals.

Fundraising - Individual and business-based (40%):

- Develop positive and supportive relationships with current and potential donor bases
- Develop new ways to reach potential donors
- Engage businesses in supporting the organization's mission
- Engage all types of organizations (faith-based, business-based, community-based, etc.) in supporting the organization's mission
- Coordinate fundraising events

- Record data for donations and donors
- Ensure prompt thank you's, recognition, and communication with all donors

Marketing (10%):

- Ensure the community served, supporters, potential supporters, and the Madison community at large receives updated information on organization's accomplishments, individual programs, and opportunities
- Engage local media in covering organization's work.
- Develop creative ways to market the organization

Administrative/Program (10%):

- Collaborate with program staff to ensure programs are meeting grant requirements
- Monthly contact with the agency accountant to ensure all grant updates are given and deposits are received, etc.
- Weekly collaboration with Executive Director, Director of Operations, BLW Center Director and Program Directors to ensure all outcomes and objectives of current grants, agency funding and RFPs are on schedule to be successfully completed.

Desired Qualifications

- Bachelor's degree or equivalent fund development experience
- Experience with successful grant writing, grant research, and fundraising
- Strong organizational skills and ability to manage multiple deadlines
- Proficient writing skills and the ability to produce diverse written products including grant proposals, news articles, and fundraising appeals
- Experience with nonprofits, youth programming, K-12 education, adult education are all highly valued
- Ability to demonstrate and continually develop cultural competencies
- Experience managing websites, social media, email marketing
- Knowledge of Little Green Light or similar donor database and fundraising platforms.

Hours: This is a full-time position, with occasional commitments during weekend and evening hours.

More information regarding Vera Court Neighborhood Center can be found at www.veracourt.org

To apply email cover letter, resume, and one writing sample to general@veracourt.org

Writing sample should be an example of writing completed by the applicant, including but not limited to a grant proposal, a fundraising letter, an academic writing example, or a written publication.

Application Deadline: Monday, March 7th 2022